

Lake Tahoe Sector

Office of Special Events



Wedding Permit Application

Ed Z'Berg Sugar Pine Point State Park

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The Ed Z'berg Sugar Pine Point State Park consists of a historic zone that includes the Pine Lodge (The Ehrman Mansion), designed by Walter Danforth Bliss. The park has picnic areas, trails, large lawn areas, and opportunities for swimming and boating. The mansion and the surrounding property are owned and operated by California State Parks.

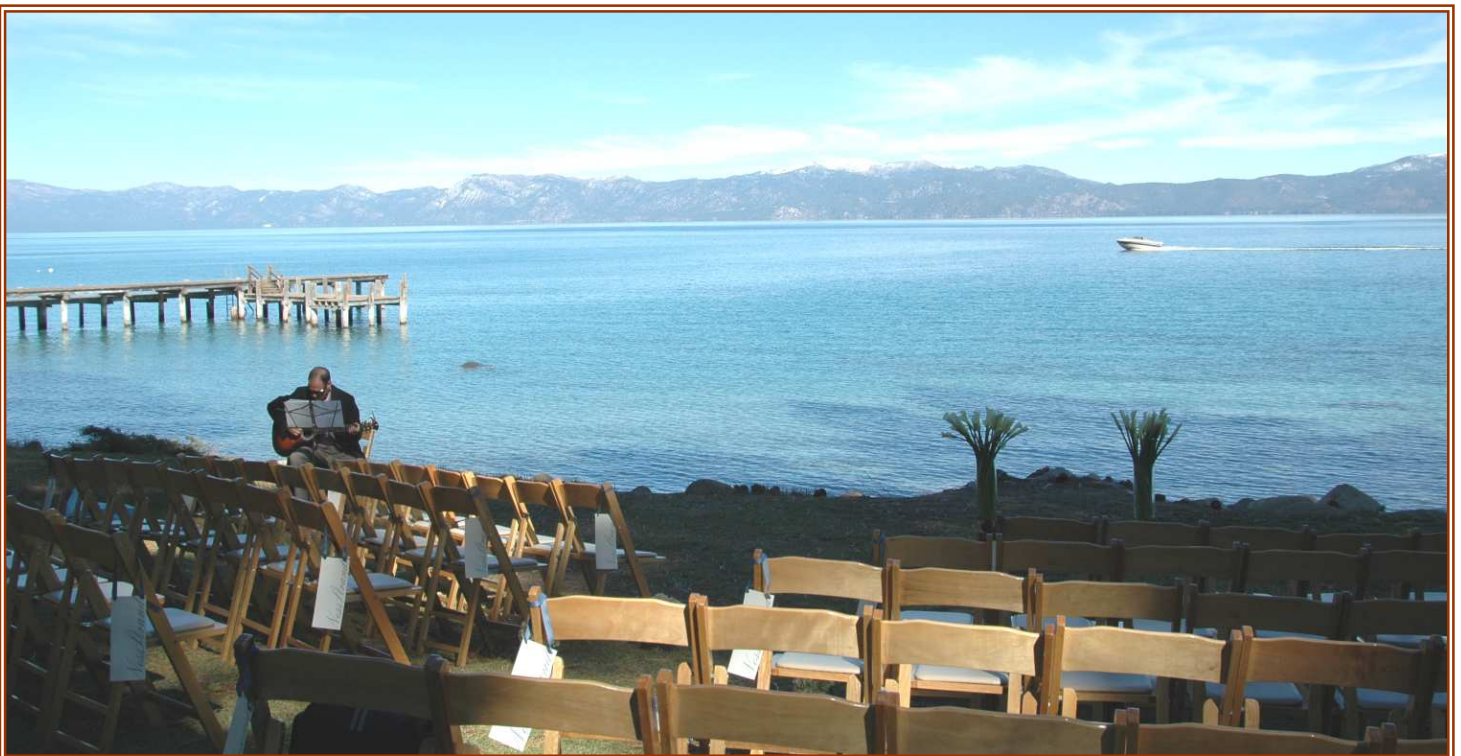
Sugar Pine Point is a venue for private and community functions, which are small and intimate in scale and of limited duration or take place after park daily operational hours. Appropriate events for Sugar Pine Point include weddings, receptions, and banquets.

A State Park Monitor will be assigned to your event. One responsibility of the Special Events Coordinator and/or State Park Monitor is to ask the public to respect your privacy. We will allow the public on the property through the entirety of your event while concurrently assuring that they do not interfere. As the permittee, you DO NOT have exclusive use of California State Parks.

The following pages include the Lake Tahoe Sector Special Event Permit Application and accompanying instructions developed to guide you through the permit process to successfully plan your event.

After you complete the Permit Application, please return it to the Special Events Office. A representative will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit.

On behalf of California State Parks, Lake Tahoe Sector, we thank you for contributing to the spirit and vitality of our community through the staging of your event. Best wishes for a successful event!



STATEMENT OF PURPOSE

Special Event Permits allow short-term use of State Park lands or facilities for such purposes as sporting events, historical pageants, cultural celebrations, fiestas, musical concerts, weddings, receptions, banquets, craft shows, or similar activity. Special events should be viewed as a way to promote California State Parks, encourage public uses consistent with State Park's mission, create and improve community and other constituency ties, and encourage new users to Parks, thus increasing attendance and revenue. Special events held in the parks of the Lake Tahoe Sector are to be compatible and in keeping with the classification of the specific park and location, with special binding agreements, and with any General Plan guidelines. We expect permit users to be aware of their obligation to protect the park's unique features. In general, any organized activity involving the use of, or having impact upon, public property, public facilities, parks, campgrounds, picnic areas or sidewalks in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the park and the community surrounding the event. We hope that you find these instructions helpful in completing your Special Event Permit Application.

AVAILABILITY

Events may be scheduled year round, but are generally limited to the months between May and October due to weather. From Memorial Day through Labor Day public tours and other park events take precedence to special events – thus special events (including set-up and clean-up) will not be scheduled until after park events have ended for the day. No event shall go beyond 10 P.M. without written approval from the District Superintendent.

RESERVATIONS

Reservations may be made up to one (1) year in advance of the requested event date. A request date will be tentatively held for fourteen (14) calendar days to allow an applicant to assess conditions, fill out the Special Event Application and pay the Processing Fee. Once the processing fee is paid, State Parks

will begin requesting additional materials in order to complete the permit. An event deposit is due within 30 days of paying the processing fee to hold the date. If the non-refundable processing fee is not received within fourteen (14) days, the event will be removed from the calendar. The requested date is **not** "reserved/secured" until all paperwork and a Special Event Permit is officially approved by the Sector Superintendent. If an event is cancelled, a cancellation fee may be collected where loss of availability of the facility has occurred.

PERMIT PROCESS

Permit applications must be received by the Special Event Office no later than sixty (60) days prior to the actual date of your event and may be submitted as early as one (1) year before your event. The permit application process begins when you submit to the Special Event Office a completed Special Event Permit Application and the Processing Fee. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Upon receipt of your application you will be assigned a liaison to help guide you through the permit process. Throughout the review process you will be notified if your event requires any additional information, fees, maps, permits, licenses or certificates. During our initial application screening process you will be allowed time to provide us with all pending documents (e.g., certificate of insurance, secondary permits, etc.). We must receive these items before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Special Event Permits are issued after all necessary documents and fees have been received and the Permit has been approved and signed by the Sector Superintendent.

MISSION STATEMENT

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.



Special Event Application – Weddings / Receptions

Applicant Name _____

Address **Street** _____

City _____ **State** _____ **Zip** _____

Telephone **Day** _____ **Evening** _____ **Fax** _____

Mobile Phone _____ **E-Mail** _____

Alternate Contact Person(s) and Phone Number(s) _____

Please list any professional event organizer or wedding planner hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

Name: _____

Address **Street** _____

City _____ **State** _____ **Zip** _____

Telephone **Day** _____ **Evening** _____ **Fax** _____

Mobile Phone _____ **E-Mail** _____

Type of Event: ☐ **Wedding Only** ☐ **Reception Only** ☐ **Wedding and Reception**

Event Date _____

Park Area / Facilities to be used: _____

Maximum Number of People _____ * (State may limit the maximum attendance within its discretion.)

*Larger Groups may be required to prepay parking; Off-Season Weddings may also be required to prepay parking.

EVENT DATE / TIME (If additional dates/times, please submit a detailed schedule)

SETUP: **Date** _____ **Time:** From _____ To _____

EVENT: **Date** _____ **Time:** Start _____ End _____

BREAKDOWN: **Date** _____ **Time:** From _____ To _____

Describe the purpose and specific activities of the Event (Please attach an itinerary) _____

Please answer as completely as possible the following questions:

Yes No

☐ ☐ Will you use vendors, caterers, and/or service providers? If **yes**, please list names and phone numbers: _____

Yes No

☐ ☐ Will you have chairs, tables or tents to set up? If **yes**, please explain where and when: _____

Yes No

☐ ☐ Will you have music? If **yes**, please give details below.
Name of Band / DJ / Musician _____
Contact person _____ **Phone Number** _____

Yes No

☐ ☐ Events with receptions and/or larger than 25 persons are responsible for all garbage collection and removal. Explain the method of garbage collection and removal from State Park property: _____

Yes No

☐ ☐ Will alcohol be served at your event? If **yes**, please give details: _____

Yes No

☐ ☐ Will you require the use of the Butler's Cabin dressing room?

Yes No

☐ ☐ Will you require the use of the boat dock? If **yes**, please explain: _____

Yes No

☐ ☐ Will the wedding be conducted by a contracted person for pay? If **yes**, please give the name of business, vendor or Minister:
Company Name: _____
Contact person: _____ **Phone Number:** _____

Yes No

☐ ☐ Will the event require the use of electricity? If **yes**, please explain the source and purpose: _____

Yes No

☐ ☐ Will you have flowers, props, arches? If **yes**, please describe: _____

Yes No

☐ ☐ Does your event include the use of candles, propane heaters, etc? If **yes**, describe:

Yes No

☐ ☐ Will food be served at your event? If yes, please describe, include method of cooking or heating:

If catered, give name and phone number of caterer:

Company Name:

Contact person:

Phone Number:

Yes No

☐ ☐ Do any of your guests require special assistance for disabilities? If yes, please let us know what accommodations need to be made:

List any additional requests or special needs:

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of my permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE

DATE

APPLICANT

The applicant is the person ultimately responsible for providing all true and accurate information and signs the Special Event permit. This person must be available to work closely with the State Park Special Event staff throughout the permitting process. We must be able to contact you regarding all required documents, fees, certificates of insurance, as well as resolving any issues that may arise. Please be complete as possible when filling out this section so that we may contact you.

ALTERNATE CONTACT PERSON

If you are not planning on having a professional event organizer or wedding planner, we require you specify an alternate contact person for the day of your event to help answer questions and resolve problems that may arise. This person will work closely with the State Park Monitor ensuring that the terms and conditions of your special event permit contract are adhered to.

PROFESSIONAL EVENT ORGANIZER OR WEDDING PLANNER

The applicant may contract with a professional event organizer or service provider to represent you. This person or entity may be authorized to plan the event and work with the State Park Special Event staff in implementing the plan. The professional event organizer must be available to work closely with the Special Event staff throughout the planning process. A letter from the applicant authorizing the professional event organizer to apply for a Special Event Permit on their behalf is required and must be attached to the submitted application. The applicant is ultimately responsible for all decision made in planning the event by the professional event organizer or wedding planner. All terms and conditions, park rules and regulations, and the terms set forth by the special event permit and any other conditions apply.

TYPE OF EVENT

Please specify the type of event that you wish to have. This helps the Special Event office in scheduling and planning our event calendar. Our ability to make last minute changes is limited since events can be scheduled up to a year in advance. The fees assessed for your event is also based on the information you provide.

EVENT DATE AND TIME

Once you have provided an event date to the Special Event office and have paid the processing and deposit fees, the date is held and entered into our master calendar. Requests for changing dates are limited and are taken on a case by case basis. The agreed upon times of your event written in your special event contract are strictly enforced. Failure to comply may result in fines and/or the termination of your permit. **Please** work closely with any hired services for your event set-up and take down times. Be aware that if your event extends beyond the agreed upon times, additional fees will be assessed for monitor time and facility use.

PARK AREA/FACILITIES TO BE USED

Please be as specific as possible as to the park areas and facilities you wish to use. This information will be used in coordinating and planning your event, as well as being placed on our master calendar. This is to ensure that events do not overlap and that park operations are not impacted.

MAXIMUM NUMBER OF PEOPLE

Depending on the size and scope of your event, the state may limit the maximum attendance within its discretion. Please provide an accurate attendance number. The fees assessed for your event is also based on the information you provide. False information will result in fines or cancellation of your event.

PARKING

For events larger than 150 persons, prepaid parking is required. Off-Season events may also be required to pre-pay parking. California State Parks may estimate this fee as follows: 3 persons per vehicle multiplied by the standard parking fee. Failure to pay parking fees may result in citation. For events of 149 persons or less, all guests are responsible for paying parking fees. Parking is in designated parking spaces only. No vehicles are permitted to park in the historic zone of Sugar Pine Point State Park. Requests for exceptions may be made in writing for vehicles transporting disabled persons, catering vehicles and limousines. Vehicles illegally parked will be cited.

DESCRIBE THE PURPOSE AND SPECIFIC ACTIVITIES OF THE EVENT.

Please attach a detailed itinerary of your event for weddings and receptions. The purpose and specific activities are reviewed by the Special Events Office for compliance with park rules and regulations as well as compliance with permit terms and conditions. Our ability to approve your event is based on the information you provide.

VENDERS, CATERERS, AND/OR SERVICE PROVIDERS

It is the applicant's responsibility to communicate the set-up and breakdown times to his/her service providers. If service providers delay in the set-up or breakdown of your event, additional fees and fines may apply. Set-up for receptions may start no earlier than 4:30 PM. All events must end at 10:00 PM. Clean-up may occur from 10:00 PM but go no later than 12 Midnight. Please communicate this to your rental and catering companies and any additional service providers that you hire. As the permit holder you are ultimately responsible for the services you hire. If a rental company arrives late to pick up items, you are responsible for any monitor or facility fees that may be applied. Damage to State Park property will be taken out of your security deposit. Hire reputable and licensed companies to ensure quality service.

CHAIRS, TABLES OR TENT SET-UP

Please explain where and when tables, chairs, tents or any other equipment are to be set-up. Rental companies may **not** drive on the pathway by the water's edge to deliver or pick up chairs and equipment. These items need to be hand carried to the wedding location near the water. This is to preserve the historical uniqueness of the property, minimize damage to the foot trail and irrigation system as well as for pedestrian safety. Two locations are available for parking to deliver and pick up items. One location is the turn-about at the bottom of the hill from Pine Lodge, the other location is the parking area near the Children's House. Vendors may off-load and re-load equipment. **No vehicles may park at these locations.**

MUSIC, BANDS, SOUND

The electrical capacity of the historic zone of Sugar Pine Point SP is very limited. Music for ceremonies on the water's edge must be self contained. No electrical plugs are available for use. If electricity is required, we recommend bringing an independent power source such as a small generator. Acoustic music or small hand carried radios or stereos are recommended. For receptions, if a D.J. or band is desired, an outlet is available at the gazebo, however, an independent power source is also recommended. (The electrical source from Pine Lodge is one 20 amp plug and can be easily overloaded.) Once power has been tripped, it is not an easy matter to restore energy. The building's electrical system is over 100 years old, and an electrician must be called in to restore power. This process can take as long as two weeks. As the permit holder, you are responsible for any costs incurred by the State.

GARBAGE

If your event is larger than 25 persons and/or you are holding a reception, as the permit holder, it is your responsibility for all garbage collection and removal. The use of State Park receptacles is prohibited. Explain the

method of garbage collection and removal from State Park property. In general, if your wedding is catered, many catering companies handle the clean-up and removal of garbage. However, do not assume that this task will be done. Please discuss with your catering company about the clean-up of the site after your reception or ceremony. If State Park personnel must be called in to clean-up after your ceremony or reception, additional fees or fines may apply.

ALCOHOL

Only beer and wine are approved for special event ceremonies and receptions. Kegs may be approved with advanced written request. All alcohol service must cease one hour prior to the end of the event. Beer and white wine may be consumed on the porch of Pine Lodge; red-wine is discouraged because it leaves difficult and costly stains to remove. As the permit holder, you are responsible for any costs incurred by the State to remove stains. All State and Federal laws pertaining to alcohol service and consumption apply.

BUTLER'S CABIN

The Butler's cabin is a dressing room that is available for use for your event. The cabin has two rooms with several seating areas, mirrors and limited storage. There are two electrical outlets for use. Restrooms are located next to the Butler's Cabin, however these restrooms are open to the public. It is your responsibility to clean the cabin upon completion of your event. Cleaning materials and a vacuum have been supplied to help clean up the cabin. A cleaning check list is posted to help assist you. Failure to adequately clean the Butler's Cabin may result in additional fees or fines.

BOAT DOCK

For vessels larger than 30 feet in length, commercial vessels and/or if the vessel is to be docked for any extended period of time, and/or exclusive use of a State dock is requested, a docking fee is required in addition to any other special use permits.

WEDDING OFFICIANT

As the permit holder, you may hire an Officiant to conduct your wedding ceremony. No additional permits are required. You are responsible for any hired services. All park rules and regulations apply.

ELECTRICITY

The electrical capacity of the historic zone of Sugar Pine Point SP is very limited. Music for ceremonies on the water's edge must be self contained. No electrical plugs are available for use. If electricity is required, we recommend bringing an independent power source such as a small generator. Acoustic music or small hand carried radios or stereos are recommended. For receptions, if a D.J. or band is desired, an outlet is available at the gazebo, however, an independent power source is also recommended. (The electrical source from Pine Lodge is one 20 amp plug and can be easily overloaded.) Once power has been tripped, it is not an easy matter to restore energy. The building's electrical system is over 100 years old, and an electrician must be called in to restore power. This process can take as long as two weeks. As the permit holder, you are responsible for any costs incurred by the State.

ACCESSORIES (FLOWERS, PROPS AND ARCHES)

The use of flowers, props and arches is based on the information you provide. Arches must be free standing. Flowers must be removed at the end of the event. Props must not be attached to any building or vegetation. The use of flower petals, bird seed, and rice are prohibited at Sugar Pine Point State Park, as they disrupt the natural habitat. State Parks in the Tahoe Basin are under the jurisdiction of the Tahoe Regional Planning Agency and enforce environmental policy.

HEATING AND FIRE

Open flames such as tiki-torches are prohibited. Candles may only be used if completely enclosed in a fire safe container. All candles are prohibited on the Pine Lodge porch. Propane heaters may be approved upon review. Open warming fires are prohibited.

FOOD PREPARATION, COOKING AND HEATING

All food preparation must take place either in the rear of the Pine Lodge or to the north corner of the building. This is to minimize the grease and smell around the Pine Lodge Mansion. Bears are particularly attracted to cooking smells in and around the building. In order to discourage bear break-ins at the Pine Lodge barbequing is strictly limited to areas to the north end of the building or in the parking area by the Children's House. Please communicate this information with your caterer. Only propane stoves, heating lamps or Sterno is approved for heating of food. All food and garbage must be removed from State Park property at the end of the event.

SPECIAL NEEDS OR ASSISTANCE

Please let your Special Event liaison know if there are any additional requests or special needs. California State Parks does not discriminate against individuals with disabilities. Prior to your event, if you have attendees with disabilities who need assistance, contact the park Special Events Office at 530-525-5060.

CANCELLATION POLICY

Any events cancelled 31 days or longer prior to the tentative event will have all fees refunded minus any processing fees plus \$250 or 25% of your facility fees (which ever is greater). Please allow up to six weeks for any refunds. Any event cancelled 30 days or less prior the event may result in the forfeit of all paid fees and deposits.

ADDITIONAL INFORMATION

- **A security/damage deposit is required for *all* events.** The amount of the deposit is based on the activity to be permitted and the probability of occurrence and will be determined by the Special Event Office. Costs for damage repair, cleanup, and any penalties for noncompliance may be deducted from this deposit.
- Liability insurance is required for every special event permit. The amount will be determined by the Special Event Office, based on the probability of occurrence.
- Any event that begins or ends outside of the permitted time limit will result in fines and/or the termination of your permit.
- Park Interpreters and / or docents may be requested by the permittee for various events for an additional fee.
- All Park rules and regulations as defined in the California Code of Regulations apply.